

# **East Providence Housing Authority**

## **REGULAR/REORGANIZATIONAL MEETING**

**February 28, 2012**

The Regular/Reorganizational Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at City View Manor. The meeting was called to order at **5:00PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

### **ROLL CALL:**

Present: Chairman, Richard Smith, Vice Chairperson, Lynn Vargas, Commissioners, Antero Braga, Patricia Diffley, M. Luci Stoddard, Dorothy Tillou, John Faria and Executive Director Theresa Correia.

### **NOMINATIONS**

Chairman Smith turned the meeting over to Director Correia who called for nominations for Chairperson. Commissioner Faria moved to nominate Richard Smith, that motion was seconded by Commissioner Vargas. There being no other nominations, Commissioner Faria moved to close nominations. The vote was unanimous to re-elect Richard Smith as Chairperson. Director Correia turned the meeting back over to Chairman Smith who called for nominations for Vice Chairperson. Commissioner Braga moved to nominate Lynn Vargas. That motion was seconded by Commissioner Faria. There being no other nominations, Commissioner Stoddard moved to close nominations. The vote was unanimous to re-elect Lynn Vargas as Vice Chairperson.

### **APPROVAL OF MINUTES:**

Regular Meeting – 12/20/11. Motion by Commissioner Stoddard to accept the minutes as presented, seconded by Commissioner Braga. All Commissioners voted aye.

Special Meeting – 1/5/12 Motion by Vice Chair Vargas to accept the minutes as presented, seconded by Commissioner Tillou. All Commissioners voted aye.

### **DIRECTOR'S REPORT:**

Director Correia reported on the following:

- **Communication:** Director Correia shared information on a project being worked on with COX. With communication between office and tenants a high priority we are working on a system that will allow us to stream information out to the tenants through one of the State Interconnect channels. Those with even basic cable service will be able to receive this information. Correia will attempt to have a representative speak at the next meeting.
- **Internet/Website:** The addition of a computer with internet access in the CV Library is complete. Director Correia is researching options for computer classes.  
We are actively researching WEB design/layout for an EPHA website. Director Correia informed the board that it was important to consider a design that would not just meet our current needs, but would also grow

with us. Vice Chair Vargas suggested contacting a college to see if any students would be interested in designing one, perhaps as a project. Commissioner Braga asked if we had seen a particular site that was up and running that we liked and could work with. Correia informed him that she had several ideas from many different sites that she would like to incorporate.

- Roof Leases: As previously reported, COX wireless leases were terminated. The equipment on the roof was successfully removed from both CV and HV.
- Fraud: Our local police department informed us of a scam that is working the area. They are targeting the elderly and have been successful. Correia informed the board that Lori Pontus, the social worker, had Officer Aguiar coming to do an informational presentation for the residents.
- Policies: Director Correia informed the board that the ACOP was recently updated. The EPHA contracted with NanMcKay who sent a representative to our office for 3 days to work with us. Once final it will be posted for tenant comment. The public housing lease was also updated to follow the admissions and continued occupancy policy (ACOP). The lease, when finalized, will be available for comment as well.

Commissioner Faria moved and Commissioner Diffley seconded to approve the Executive Director's report as presented. The motion carried.

### **PUBLIC HOUSING VACANCY REPORT**

Lori Pontus reported that there were 7 vacancies, of which 3 would be leased up in 3-4 day, one was a transfer, and the remaining 3 were pending. Commissioner Stoddard moved and Commissioner Faria seconded a motion to approve the report. The motion carried.

### **SECTION 8 OCCUPANCY REPORT**

Director Correia reported that the Bullocks Pt. Village voucher acquisition project was complete. She commended staff, not only in the Section 8 department, but in Public Housing as well, for staying late. Of the 99 vouchers received, 39 converted, 26 were new lease ups, 13 will stay on the WL for 3 years, and the remaining 21 did not qualify. Traditional voucher issuance and leasing will continue throughout the upcoming year. A motion was made by Commission Stoddard, seconded by Commissioner Faria to accept the report as presented. The motion carried.

### **PAID BILL REPORT**

**December 2011 - \$102,989.69** Commissioner Faria moved approval of the December 2011 Paid Bill Report. That motion was seconded by Commissioner Stoddard and passed unanimously.

**January 2012 - \$263,901.41** Commissioner Faria moved approval of the January 2012 Paid Bill Report. That motion was seconded by Commissioner Braga and passed unanimously.

**REQUISITIONS:**

Freeport General Contracting: \$61,425.00

Correia explained that the payment was being made to Freeport for insurance and bonding related to the exterior building improvements at City View Manor.

Commissioner Faria moved to approve the payment to Freeport General Contracting for \$61,425.00. The motion was seconded by Commissioner Stoddard. On a roll call vote Commissioners Stoddard, Faria, Braga, Vargas, Diffley, Tillou and Smith voted AYE.

**APPROVALS:**

2012 Schedule of Commissioners Meetings

After some discussion amongst the board, it was agreed upon to change the start time of the meetings to 4:30PM.

Motion made by Commissioner Faria and was seconded by Commissioner Tillou to approve the meeting dates and time change. Motion passed unanimously.

**RESOLUTIONS:**

#478 -2012 Capital Fund Grant of \$436,912 & 5 Year Plan

After a brief explanation by Director Correia and Comptroller Furtado, a motion was made by Commissioner Faria to approve the CFP Budget and 5 Year Plan. It was seconded by Commissioner Stoddard. Under a roll call vote, motion passed unanimously.

**FYI:**

None

**ADJOURNMENT**

At 5:23 PM upon a motion by Chairman Smith with a second by Commissioner Tillou the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

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Theresa M. Correia

Executive Director

Transcribed by tmcorreia